

**SUPERVISORY PERFORMANCE APPRAISAL (PLAN) CHECKLIST**  
**Plan Establishment**  
**January 2005**

**Cover sheet**

- ☐ Are the employee, rater, and (where applicable) reviewer names correctly indicated?
- ☐ Are signatures annotated?
- ☐ Are the correct appraisal cycles and dates indicated?
- ☐ Is organizational information correctly completed?

**Plan Content – Additional items to be discussed with employees**

**Measurable critical elements:**

Are all critical elements in the appraisal measurable?

**Cascading NIH Program Objectives:**

Critical elements should align with (support) NIH goals. Is there a connection, even if indirect, between the critical elements and the five NIH Program Objectives (end outcomes) in Dr. Zerhouni's performance contract?

**Cascading Management Objectives:**

Are any of the revised One HHS management objectives pertinent to the assignment of the employee? If so, there may be a critical element that supports that objective.

**Cascading Supervisory Work:**

Do the employee's critical elements align with (support) the outputs or critical elements of supervisors at higher-ranking supervisors in the chain of command?

**Additional Critical Element:**

Have the ethics and reducing repayment critical elements been reviewed to see if they should be incorporated in the performance plan?